

User Manual - Super Lee Management App

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2. Getting Started:

2.1. Launching the application:

To start the application, open a terminal, navigate to the application directory, and run the following command:

```
java -jar adss2024_v01.jar
```

All employees must sign in using their ID to access the application.
When starting the application, you will be greeted with the following login prompt:

```

////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////
                                SUPER LEE : LOGIN
////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////
Insert your ID:
>
```

Employees must be registered by HR personnel to access the system. If no HR personnel account exists, the IT manager can create one using the `SYSADMIN-000` ID.

3. HR Personnel

As HR personnel, you will see the following menu after logging in:

```

////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////
                                SUPER LEE : Welcome Benny Moss
////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////
Since you're part of the HR department you may choose which menu you need:
1. Regular Employee Menu
2. HR Menu
Please insert 1 or 2:
>
```

Choose the menu type: enter "2" for the HR menu or "1" for the non-HR personnel menu. For the non-HR menu, see the [Non-HR Employees section](#) in this manual.

If you chose "2", you will be presented with the following menu:

```

////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////
                                SUPER LEE : Welcome Benny Moss : HUMAN RESOURCES DEPARTMENT
////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////
1. Register new employee
2. Edit existing employee details
3. [#] Shift Assignment Interface
4. Un/lock shifts to reports
5. View shift history
6. Require roles
7. Add new roles
8. Add new branch
9. Change auto locking time period
10. Add a custom field to an employee
11. Exit
Choose operation to perform:
>
```

The rest of this section details each feature of this menu.

3.1. Registering new employees

Read this section carefully and follow the provided constraints and rules. To start press "1".

Begin by entering the employee's ID, which must match the ID as written in their passport or other official documents.

```
Insert the ID of the employee
> 123456789
```

Next, provide the employee's **full name**, with the first name and last name separated by a space.

```
Insert the name of the employee:
> Menny Mamtera
```

Then, choose the employee's roles, ensuring that if the employee has more than one role, they are separated by a comma (,). Be sure to accurately copy the role names, else the registration process might fail.

```
Insert the roles this employee has:
Pick from the list (or leave empty), to separate use comma (,): [shift-manager, hr-manager, cashier, storekeeper]
> shift-manager,cashier
```

Next, provide the employee's bank details. For example, if the employee has a bank account in Bank Hapoalim (12), in Petah Tikva (552), with a bank account ID of 123123, follow this format:

```
12:552:123123
```

```
Insert the bank details of the employee
Using the following format: [BANK ID]:[BANK BRANCH]:[ACCOUNT ID] !
> 12:552:123123
```

Then, assign the employee to the desired branch. Each employee can only work for **one branch**, and one must be provided!

```
Available branches: [main]
> main
```

Insert the starting date of employment. Leave this field empty for today's date, or write the date in the format: `dd-MM-yyyy`.

```
Insert start date or leave empty for today:
> 05-06-2024
```

Insert job type by typing a number from 1 to 3:

```
Insert job type:
1. Full time
2. Part time
3. Contract
Do not insert any additional characters, only numbers from 1 to 3!
> 1
```

Insert the employee's monthly salary. Or provide the hourly rate in the following prompt if leaving this field empty (Leaving both empty will result a failure).

Make sure you only type numbers! No commas or spaces are allowed in this field.

```
Insert the monthly salary, you can leave this empty:
```

```
> 10000
```

You may now add the hourly rate as well. You can add the hourly rate even if you have specified a monthly rate.

Make sure you only type numbers! No commas or spaces are allowed in this field.

```
Insert the hourly rate of the employee
```

```
This field cannot be left empty if monthly salary was left empty
```

```
> 35
```

Next, provide the number of yearly days off the employee will have:

Make sure you only type numbers! No commas or spaces are allowed in this field.

```
Insert the number of yearly days off for the employee (must be greater than 0!)
```

```
> 12
```

Lastly, you may set the employee's manager by supplying their ID in the system. The manager must be registered in advance. Leave this field empty if no manager is set at the moment.

```
Insert the id of the manager or leave blank.
```

```
>
```

You should receive the following response, confirming the successful registration of the employee, who may now log in to the system.

```
Created new employee: 123456789:Menny Mamtera
```

3.2. Edit employee's details

Read this section carefully and follow the provided constraints and rules. To start press "2".

You'll be prompted to enter the employee's ID in the system, which is the same ID they were registered with:

```
Insert employee ID:
```

```
> 123456789
```

Then you may choose whether you want to update their personal data or their employment terms.

Respond with **E** for personal data or **T** for employment terms **only**.

```
Would you like to edit employee details[E] or the employment terms[T]?
```

```
> e
```

You may leave fields empty if you don't wish to update them and leave as is. However, you must ensure the following:

1. The bank details are correctly filled. For example: if the employee has a bank account in Bank Hapoalim (12), in Petah Tikva (552), with a bank account ID of 123123, use this format:

12:552:123123.

- 2. If the employee has several roles, separate them by comma. Note that you're overwriting current roles, so only the roles you provide will be assigned to the employee.
- 3. The name must be full, separating the first name and last name with a space.
- 4. Each employee can only be assigned to one branch.

```

////////////////////////////////////
                                SUPER LEE : Edit Existing Employee
////////////////////////////////////
Leave empty [ENTER] if you don't want to change the field!
Insert the name of the employee:
>
Insert the roles this employee has:
Pick from the list (or leave empty), to separate use comma (,): [shift-manager, hr-manager, cas
>
Insert the bank details of the employee
  Using the following format: [BANK ID]:[BANK BRANCH]:[ACCOUNT ID] !
>
Insert the branch this employee is working at:
Available branches: [main]
>
Updated: Menny Mamtera : 123456789 successfully!
```

Ensure the following:

- 5. Dates must be formatted as follows: dd-MM-yyyy.
- 6. Ensure at least one of the following is greater than 0: monthly salary or hourly rate.
- 7. Days off cannot be negative and must be greater than 0.
- 8. Hourly rate, monthly salary, and days off must only contain numbers; additional characters may cause a failure with the update process.
- 9. Job type must be between 1 and 3.
- 10. If you don't want to terminate the employee, leave the end date empty. To re-instantiate a fired employee, set their end date as '0'.

```
////////////////////////////////////  
                                SUPER LEE : Edit Employee Terms  
////////////////////////////////////  
Leave empty [ENTER] if you don't want to change the field!  
Insert start date or leave empty:  
>  
Insert job type:  
1. Full time  
2. Part time  
3. Contract  
Do not insert any additional characters, only numbers from 1 to 3!  
>  
Insert the monthly salary, you can leave this empty:  
>  
Insert the hourly rate of the employee  
This field cannot be left empty if monthly salary was left empty  
>  
Insert the number of yearly days off for the employee (must be greater than 0!)  
>  
Insert the id of the manager or leave blank.  
>  
Insert the end of employment date if you wish to fire the employee.  
You could always change it back to [0] and re-employ the employee  
>  
Updated terms for: 123456789
```

3.3 Shift Assignment Interface

Here you may assign employees to a specified shift. It is up to the manager to make sure that there is a shift manager (the system enforces this) in addition to an employee for every one of the required roles for the specified shift. (Note that adding a driver for a delivery requires a storekeeper at each of the desinations of the delivery. Refer to [5. Registering Deliveries](#))

After entering “3” you should get the following prompt:

```
Choose operation to perform:  
> 3  
Choose a branch from the list:  
[Eilat, main]  
>
```

After choosing a branch you should get the following prompt:

Choose a branch from the list:

[Eilat, main]

> main

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Available morning	0	2	0	0	0	0	0
Available evening	0	0	0	0	0	0	0

Pick a day which you want to assign employees to: [1-7]

>

Choose a day you want to assign employees to (1-Sunday, 2-Monday, 3-Tuesday, 4-Wednesday, 5-Thursday, 6-Friday, 7-Saturday):

Pick a day which you want to assign employees to: [1-7]

> 2

Employee Name	Employee ID	Morning/Evening
Eli Copter	2	M
Eli Copter	2	E
Benny Moss [M]	3	E

[NOTE]: Employees with [M] symbol next to their names are shift managers.

Morning/Evening shift? [0/1]:

>

Choose morning (0) or evening (1):

Morning/Evening shift? [0/1]:

> 1

Enter the employees you wish to assign (note that employees with an [M] next to their name are able to fulfil the role of a shift manager):

Employee Name	Employee ID	Morning/Evening
Eli Copter	2	M
Eli Copter	2	E
Benny Moss [M]	3	E

[NOTE]: Employees with [M] symbol next to their names are shift managers.

Morning/Evening shift? [0/1]:

> 1

Insert the employee ids separated by comma(,):

> 2,3

After which you will have successfully assigned those employees and then returned to the menu.

3.4. Unlocking and Locking Shifts to Reports

This option will manually override automatically locking/unlocking shifts to regular employees being able to report their availability to the specified shift. **Important:** Note that when unlocking the shift, it will not be locked again until manually locking it again.
After entering “4” you should get the following prompt:

```
Choose operation to perform:
> 4
Insert the branch of the shift you want to lock/unlock:
[Eilat, main]
>
```

Choose the branch of the shift you wish to update:

```
Insert the branch of the shift you want to lock/unlock:
[Eilat, main]
> main
```

Choose whether to lock (“Y”) or unlock (“N”) the shift:

```
[Y/N] Do you want to lock for reports? (n === unlock)
> Y
```

Choose the date of the shift you wish to lock/unlock (dd-MM-yyyy):

```
Insert the date [dd-MM-yyyy] which you want to update:
> 09-06-2024
```

Choose which shift (0 for morning/1 for evening):

```
Insert 0 for morning shift and 1 for evening shift:
> 0
```

After successfully locking/unlocking the shift you will be returned to the main menu.

3.5. View Shift History

This option will you to view the shift details of all shifts between a specified range at a specific branch. You will be able to view all the employees assigned to each shift between the specified dates.
After entering “5” you should get the following prompt:

```
Choose operation to perform:
> 5
1. Eilat
2. main
Which branch you'd like to see the history of?
>
```

Choose the branch you would like to view:


```
Which branch you'd like to see the history of?
> main
```

Enter the range of dates you would like to view the shifts of (dd-MM-yyyy):

```
Insert the earliest date you'd like to see using the following pattern: [dd-MM-yyyy]
> 08-06-2024
Insert the latest date you'd like to see using the following pattern [dd-MM-yyyy]
> 13-06-2024
```

You will then be displayed with all the shifts between the specified dates and all the employees assigned to them:

```
Shift of: 08-06-2024 <> Morning, Branch: main
Shift of: 08-06-2024 <> Evening, Branch: main
Shift of: 09-06-2024 <> Morning, Branch: main
Shift of: 09-06-2024 <> Evening, Branch: main
Shift of: 10-06-2024 <> Morning, Branch: main
1. Name Eli Copter, ID: 2
Shift of: 10-06-2024 <> Evening, Branch: main
Shift of: 11-06-2024 <> Morning, Branch: main
Shift of: 11-06-2024 <> Evening, Branch: main
Shift of: 12-06-2024 <> Morning, Branch: main
Shift of: 12-06-2024 <> Evening, Branch: main
Shift of: 13-06-2024 <> Morning, Branch: main
Shift of: 13-06-2024 <> Evening, Branch: main
```

You will then be returned to the main menu.

3.6. Require Roles

Here you will be able to add role requirements to shifts. You will also be able to add/remove reoccurring roles.

A reoccurring role will automatically be applied to all shifts on the weekday you chose the shift of. For instance, if you add a reoccurring role to next Monday's morning shift. The following week that Monday's morning shift will also require that role without needing to manually add it again.

After entering "6" you should get the following prompt:

```
Choose operation to perform:
> 6
You're requiring[Y] a role or removing[N] a requirement?: [Y/N]
>
```

Choose whether you're adding or removing a requirement to the shift ("Y" for adding a requirement and "N" for removing):

```
You're requiring[Y] a role or removing[N] a requirement?: [Y/N]
> Y
```

Choose whether the role requirement is a reoccurring constraint or a one-time requirement ("Y" for

reoccurring and “N” for one time):

```
Is this a reoccurring constraint[Y]? or specific to this shift only[N]? [Y/N]?
> Y
```

Specify the shift, A shift is specified by the branch, date (dd-MM-yyyy) and whether it's in the morning or evening (0 for morning and 1 for evening):

```
Which branch this requirement is needed for?
[main]
> main
Please insert the date of the requested shift (or just a date of the day if it's an
reoccurring role requirement).
> 08-06-2024
Which shift should it be? 0 - morning or 1 evening?
> 0
```

Choose the role you want to require/remove:

```
Please pick one role which you want to require:
[shift-manager, hr-manager, cashier, storekeeper]
> cashier
```

After successfully adding/removing the role requirement you will be returned to the main menu.

3.7. Add New Roles

Here you will be able to create new roles for employees to be able to have, in addition to being able to add requirements for employees to have the role for specified shifts.

After entering “7” you should get the following prompt:

```
Choose operation to perform:
> 7
Please insert the role's name without any spaces:
>
```

Enter the new role’s name (must be without any spaces):

```
Please insert the role's name without any spaces:
> doorman
```

Choose whether the role is specified as a shift manager (“Y” for yes and “N” for no):

```
Is this role privileged as shift manager? [Y/N]
> N
```

Choose whether the role is specified as an HR manager (“Y” for yes and “N” for no):

```
Is this role privileged as HR manager? [Y/N]
```

```
> N
```

```
Created role: doorman successfully!
```

After successfully adding the role, you will be returned to the main menu.

3.8. Add New Branch

Here you will be able to add a new branch to the system to which employees and shifts may belong to.

After entering “8” you should get the following prompt:

```
Choose operation to perform:
```

```
> 8
```

```
Insert your new branch name (spaces are not allowed):
```

```
>
```

Enter the name of the new branch (must be without spaces):

```
Insert your new branch name (spaces are not allowed):
```

```
> Eilat
```

After entering the name of the new branch, you will have successfully made the new branch and will be returned to the main menu.

3.9. Changing Auto-Locking Time Period

Here you will be able to change how long before each shift the system will automatically lock the shift from employees being able to report their availability to. Note that shifts may still be locked/unlocked manually by an HR manager after this time period passes. Please refer to [Unlocking/locking](#).

After entering "9" you should get the following prompt:

```
Choose operation to perform:
```

```
> 9
```

```
In days, please insert how long before should shifts be locked?
```

```
>
```

Enter in days how long before each shift they will be locked automatically (Note that you may not enter negative numbers):

```
In days, please insert how long before should shifts be locked?
```

```
> 3
```

After which you will have successfully updated the auto-locking time period and will be returned to the main menu.

3.10. Add a custom field to an employee

Here you will be able to add a custom field to an employee, currently this feature is purely used to be

able to add specific licenses to an employee with the role "driver". Note that these fields can be part of constraints when a delivery is made (e.g. a delivery requires a license of type c1, therefore only a driver with a field of license=c1 will be able to be assigned to this delivery).

After entering "10" you should get the following prompt:

```
Choose operation to perform:
> 10
Insert the id of the employee, must be a number:
>
```

Enter the id of the employee to add the field to:

```
Insert the id of the employee, must be a number:
> 4
```

Enter the role associated with the field ("driver"):

```
Insert the role which is associated with this:
> driver
```

Enter the name of the field ("license"):

```
Insert the name of the field you'd like to save:
> license
```

Enter the value of the field (license type):

```
Insert the value of the field you'd like to save:
> c1
```

The field (license) will then be saved and associated with the relevant employee.
You will then be returned to the main menu.

3.11. Exit

This option will log you out of the system and return you to the login screen.

4. Non-HR Employees

If you are a non-HR employee you will be taken to the following menu:

```
1. Update availability
2. View next week shifts
3. Exit
Your choice:
>
```

4.1. Update Availability

Here the employee will be able to update their availability for a specified shift.
After entering “1” you should get the following prompt:

```
Your choice:
> 1
Insert the date of shift [dd-MM-yyyy] without the brackets:
>
```

Enter the details of the shift you want to report your availability for (or non-availability if you already reported that you’re available for this shift). Enter the date first (dd-MM-yyyy) and then whether it's a morning (0) or evening (1) shift:

```
Insert the date of shift [dd-MM-yyyy] without the brackets:
> 10-06-2024
Insert the shift MORNING/EVENING using [0/1]:
> 0
Reported : AVAILABLE
```

You will then be notified if you have been reported as available or not available accordingly.
Then you will be returned to the previous menu.

4.2. View Next Week's Shifts

Here the employee may view when they have been assigned to shifts for the following week.
After entering “2” you will be displayed with the shifts for the following week and when you are assigned:

```
Your choice:
> 2
```

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning:	FREE	ASSIGNED	FREE	FREE	FREE	FREE	FREE
Evening:	FREE	FREE	FREE	FREE	FREE	FREE	FREE

Then you will be returned to the previous menu.

4.3. Exit

This option will log you out of the system and will return you to the login screen.

5. Registering Deliveries

As we don't have access to the delivery system for the delivery model, there came a need to develop a simple method to incorporate it with this system. Therefore we added an option to add deliveries to this system. A delivery is made from a source brance to any number of destination branches (at least 1). A delivery requires a driver with a corresponding license to the truck used for the delivery. When registering a delivery, a driver must have already marked themselves as available on the date when the delivery will be made (even before they are assigned to the delivery). The system will also make

sure that there is a storekeeper on shift at each of the destinations, otherwise a driver may not be assigned to the delivery.

To register a delivery, exit to the login menu, and enter "make-delivery":

```
Insert your ID:
> make-delivery
```

Then enter the source branch where the delivery will be made from:

```
Insert the name of the source branch:
> main
```

Then enter the date and time that the delivery will be made (must be in dd-MM-yyyy HH-mm format):

```
Insert the date and start time using the following pattern: dd-MM-yyyy HH:mm
> 10-07-2024 10:00
```

Then enter the truck number (can only contain numbers):

```
Insert the truck number (must contain only numbers):
> 123
```

Insert the license type required for the truck:

```
Insert the license type:
> c1
```

Finally, insert all the destination branches seperated by a comma:

```
Insert the destinations separated by comma (,):
> Netanya,main
```

After registering the delivery, you will then be returned to the login menu.